



NOTICE OF POSITION VACANCY UNITED STATES PROBATION CLERK

Job Announcement 2007-03

STARTING SALARY: **\$14,294**
SALARY POTENTIAL: **\$14,294 - \$23,249 (CL 23/01 - 23/61)**
APPOINTMENT: **Part-Time (20 hrs/week) Temporary (366 days)**
* Appointment potential *may* exist to full time and/or permanent
* Potential future promotional opportunity to CL-24 without further competition
CLOSING DATE: **July 13, 2007 - 5:00 p.m. (postmarked date)**
LOCATION: **Casper, Wyoming**

The United States Probation Office for the District of Wyoming is currently accepting applications for a temporary (366 days), part-time (20 hours/week) position as a United States Probation Clerk. The position is located in Casper, Wyoming. The incumbent provides administrative support to the pretrial and probation officers.

REPRESENTATIVE DUTIES

Incumbent should be a highly organized self-starter with the ability to prioritize and complete multiple tasks and deadlines for numerous people. Must be able to handle numerous interruptions and changing deadlines and remain on track to complete assignments. The ability to maintain confidentiality is imperative.

Quickly and accurately type, format, and edit reports, petitions, orders, papers, letters, memoranda, and forms. Compose routine correspondence for officers. Routine copying, scanning, faxing, mailing, and filing.

Manage case files in accordance with established procedures. Assist officers in conducting investigations. Make and/or transcribe entries to case notes. Establish and maintain tracking system to ensure timely completion of assignments and routine tasks.

Answer routine inquiries and/or refer to appropriate staff based on knowledge of office operations, policy, and procedure.

Provide coverage for Probation office phone and front office.

Various duties as assigned.

Supervision and Guidance

A Probation/Pretrial Services Clerk reports to a supervisor and should be able to successfully complete assignments with minimal need for follow up. Initial training and on-going support and guidance is provided by other generalist or specialist clerks. The clerk must be able to work with little direct supervision. The clerk must also be able to follow written procedural manuals explicitly with little direction.

Personal and Mental Demands

The incumbent must have excellent organizational skills, and possess the ability to prioritize and complete work under timed deadlines and pressure and work on multiple tasks in a fast-paced environment. Must be adaptable to change and willing to be interrupted to perform other tasks.

Required Education/Experience

Requires high school graduation or equivalent, plus two years general experience. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Automation skills required to produce reports and input data. Requires good physical health and agility.

The selectee must undergo a general background investigation and fingerprinting. The selectee may be appointed provisionally, pending a favorable suitability determination and funding availability.

APPLICATION PROCEDURES

Submit a completed AO 78 - Application for Judicial Branch Federal Employment (<http://www.govjobs.com/Applications/ao-78.pdf>), a cover letter, copies of your last two performance evaluations, and verification of high school diploma and your college transcript(s) and diploma(s) for your degree(s). If you order transcripts to be sent directly to us from your school, please state so in your cover letter.

Send application marked **Confidential** to:

Chief U.S. Probation Officer
P.O. Box 847
Cheyenne, WY 82003

Note: Applicants selected for potential interviews will receive a letter or phone call to set up performance testing.

EQUAL OPPORTUNITY EMPLOYER

Judiciary employees must adhere to a code of conduct. U.S. probation clerks are entitled to standard federal benefits such as paid vacation time, paid sick time, medical/dental/vision insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes medical care and dependent care reimbursement.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) for payment of net pay.

Phone: 307/433-2300